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S-E-C-R-E-T

OFFICE OF TRAINING

NOTICE
NO. 10-59

25 March 1959

SUBJECT : Request for Travel Orders

1. To eliminate the necessity and delay occasioned by calls for further information needed to prepare travel orders, OTR personnel requiring official travel orders will hereafter complete "Request for OTR Travel Order", in lieu of submitting memoranda or oral requests for orders.

2. Information to be furnished need not be typed, but should be legible. After concurrence of the School or Staff Chief, copy should be routed to the Processing Branch, Registrar Staff, 2608 Quarters Eye. To assure timely preparation and availability of needed funds, the form should be received at least three (3) days prior to the proposed beginning date of travel.

25X1A 3. This Notice is not applicable to [redacted] travel.

4. Forms are available in the Processing Branch, Registrar Staff.

25X1A [redacted]

MATTHEW BAIRD
Director of Training

Distribution:
School, Staff & Branch Chiefs.

This document is part of an integrated file. If separated from the file it must be subjected to individual systematic review.

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